

	<b>State of Alaska Department of Corrections Policies and Procedures</b>	<b>Index #:</b> 814.01	<b>Page 1 of 2</b>
		<b>Effective:</b> 11/27/2013	<b>Reviewed:</b>
		<b>Distribution:</b> All Staff	<b>Due for Rev:</b> 11/2017
	<b>Chapter:</b> Library Services		
<b>Subject:</b> General Library			

I. Authority

In accordance with AS 44.28.030 and 22 AAC 05.155, the Department of Corrections shall develop and adopt policies and procedures that are consistent with laws for the guidance, government and administration of correctional facilities, programs and field services.

II. References

Alaska Statute

AS 33.30.011

Alaska Administrative Code

22 AAC 05.510

III. Purpose

To establish uniform procedures within the Department for provision of general library services to the prisoner population.

IV. Application

All Staff and prisoners.

V. Policy

The Department will provide each institution with a general library and library staff for the general prisoner population within the facility. Prisoners housed in administrative segregation shall have access to library services as determined by the Superintendent. The library will have an on-site collection of general and specialized library materials and/or an interlibrary loan system, as facility space and resources permit.

VI. Procedures

A. Library Staff:

1. Supervisor: The Superintendent shall assign an Educational Program Coordinator or other qualified staff member to supervise the institution library.
2. Librarian: The library Supervisor or a prisoner who has been provided training shall serve as librarian. The librarian's duties include:
  - a. Having a general knowledge of the library contents;
  - b. Ensuring that the library is clean;
  - c. Ensuring that books are checked in and out properly; and
  - d. Storing books and reference materials in an orderly fashion.

B. Hours: The Superintendent shall ensure that library services are available daily, including evenings and weekends.

C. Library Collection: The institution will provide the following types of books and publications, as resources permit:

1. Books, including Reference material such as encyclopedias, dictionaries, etc.;
2. Current periodicals;
3. Newspapers;

- 4. Films or videos; and
- 5. Material to aid in preparation for release / reentry.
- D. The institution shall hold prisoners accountable, through the disciplinary process, for damage or loss of library materials.
- E. Donation of library materials, removal of obsolete or damaged materials: The Superintendent or designee shall set guidelines for accepting library donations. The Superintendent or designee shall annually remove obsolete material and replace damaged or missing material from the library collection.
- F. Inter-Library Loan Service: The Department will use a cooperative inter-library loan service through the State Library System and local community libraries when possible. A prisoner may request any non-prohibited reading material, if available, through the state inter-library loan system.

VII Implementation

This policy and procedure is effective as of the date signed by the Commissioner. Each Manager shall incorporate the contents of this document into local policy and procedure. All local policies and procedures must conform to the contents of this document.

11/27/2013

\_\_\_\_\_  
Date

SIGNATURE ON FILE

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Joseph D. Schmidt, Commissioner  
Department of Corrections